

Glossary of Common Terms

Adjudication

Adjudication is when Wisconsin Medicaid makes a determination on a prior authorization request.

Backdating

Backdating occurs when prior authorization (PA) is given for effective dates prior to the PA request being received by the Wisconsin Medicaid fiscal agent.

Department of Health and Family Services (DHFS)

The Wisconsin Department of Health and Family Services administers Medicaid. Its primary mission is to foster healthy, self-reliant individuals and families by promoting independence and community responsibility; strengthening families; encouraging healthy behaviors; protecting vulnerable children, adults, and families; preventing individual and social problems; and providing services of value to taxpayers.

Disposable medical supplies (DMS)

Disposable medical supplies are medically necessary items, which have a very limited life expectancy and are consumable, expendable, disposable, or nondurable.

Dually certified

An agency that is Medicaid-certified to provide both home health and personal care services is dually certified.

Licensed practical nurse (LPN)

A licensed practical nurse is a person who is licensed in Wisconsin as a practical nurse under ch. 441, Wis. Stats., or, if practicing in another state, is licensed as a practical nurse by that state.

Medical necessity

Medical necessity is a medical assistance service under ch. HFS 107, Wis. Admin. Code, that is:

- (a) Required to prevent, identify or treat a recipient's illness, injury or disability, and:
- (b) Meets the following standards:
 - 1. Is consistent with the recipient's symptoms or with prevention, diagnosis or treatment of the recipient's illness, injury or disability.
 - 2. Is provided consistent with standards of acceptable quality of care applicable to the type of service, the type of provider and the setting in which the service is provided.
 - 3. Is appropriate with regard to generally accepted standards of medical practice.

- 4. Is not medically contraindicated with regard to the recipient's diagnoses, the recipient's symptoms or other medically necessary services being provided to the recipient.
- 5. Is of proven medical value or usefulness and, consistent with s. HFS 107.035, is not experimental in nature.
- 6. Is not duplicative with respect to other services being provided to the recipient.
- 7. Is not solely for the convenience of the recipient, the recipient's family or a provider.
- 8. With respect to prior authorization of a service and to other prospective coverage determinations made by the department, is cost-effective compared to an alternative medically necessary service, which is reasonably accessible to the recipient.
- 9. Is the most appropriate supply or level of service that can safely and effectively be provided to the recipient.

Medicare

Medicare is a national health insurance program for people 65 years of age and older, certain younger disabled people, and people with kidney failure. It is divided into two parts: Hospital Insurance (Part A) and Medical Insurance (Part B).

Part-time, intermittent skilled nursing and therapy services

Skilled nursing and therapy services provided in the home for less than eight hours in a calendar day are part-time, intermittent.

Personal care worker (PCW)

A personal care worker is an individual employed by a personal care provider certified under HFS 105.17, Wis. Admin. Code, or under contract to the personal care provider to provide personal care services under the supervision of a registered nurse.

Plan of Care (POC)

A written plan of care for a recipient is developed by a registered nurse based on physician orders in collaboration with the recipient/family, and approved by the physician. The purpose of the POC is to provide necessary and appropriate services, allow appropriate assignment of a PCW, set standards for personal care activities, and give full consideration to the recipient's preferences for service arrangements and choice of PCWs. The POC is based on a visit to the recipient's home and includes a review and interpretation of the physician's orders; evaluation of the recipient's needs and preferences;

assessment of the recipient's social and physical environment, including family involvement, living conditions, the recipient's level of functioning and any pertinent cultural factors such as language; and the frequency and anticipated duration of service.

Prior authorization (PA)

Prior authorization (PA) is approval of coverage of Wisconsin Medicaid services granted by the Department of Health and Family Services (DHFS) before the provision of the services.

Private duty nursing (PDN)

Private duty nursing is a service provided by a registered nurse (RN) or licensed practical nurse (LPN) to a recipient who requires eight or more hours of skilled nursing care in a calendar day, as specified in HFS 107.12, Wis. Admin. Code.

PRN (from the latin term *pro re nata*)

PRN hours are "as needed" hours, which may be requested when there is a reason to expect a deviation from the typical weekly schedule of staffing as documented on the Home Care Assessment Form.

Provider

A personal care provider is a home health agency, county department, independent living center, tribe, or public health agency that has been certified by Wisconsin Medicaid to provide personal care services to recipients and to be reimbursed by Wisconsin Medicaid for those services.

Registered nurse (RN)

A registered nurse is a person who holds a current Wisconsin certificate of registration as a registered nurse under ch. 441, Wis. Stats., or, if practicing in another state, is registered with the appropriate licensing agency in that state.

Respiratory care services (RCS)

The treatment of a person who receives mechanically assisted respiration is a respiratory care service.

Supervision

Supervision of personal care services is required to be performed by a qualified RN who reviews the Plan of Care (POC), evaluates the recipient's condition, and observes the PCW performing assigned tasks at least every 60 days. Supervision requires intermittent face-to-face contact between supervisor and assistant and regular review of the

assistant's work by the supervisor according to HFS 101.03(173), Wis. Admin. Code. Supervisory review includes:

- A visit to the recipient's home.
- Review of the PCWs daily written record.
- Discussions with the physician of any necessary changes in the POC, according to HFS 107.112(3)(c), Wis. Admin. Code.